

LINCOLN P.E.O. RECIPROCITY ROUNDTABLE BYLAWS

ADOPTED: November 1949

REVISED: March 1961, May 1963, September 1966, May 1972, November 1975, May 1979, January 1982, November 1986, November 1988, November 1994, November 1997, September 2000, January 2003, January 2006, January 2007, September 2007, January 2009, May 2011, May 2012, October 2012, October 2013, October 2019, October 2022, October 2024

ARTICLE I NAME AND PURPOSE

Section 1 The official name of this organization shall be the Lincoln P.E.O. Reciprocity Roundtable, hereinafter referred to as Roundtable.

Section 2 The purpose of this organization shall be:

- A. To welcome unaffiliated P.E.O. members;
- B. To provide all member chapters with current information as to the status of all unaffiliates in the Roundtable area;
- C. To facilitate lateral transfers;
- D. To promote the acquaintance of all members in the Roundtable area;
- E. To encourage communication among chapters in the Roundtable area with sharing and/or exchange of programs and Ways and Means projects;
- F. To celebrate Founders' Day;
- G. To provide information and promote participation in the projects of the Sisterhood;
- H. To host state convention.

ARTICLE II MEMBERSHIP

Section 1 The membership of this organization shall consist of the total active resident membership of the Lincoln and Waverly P.E.O. chapters, which comprise Reciprocity Groups V and XII. Chapters have a responsibility to attend the Roundtable meetings to meet sisters, share ideas, and to learn of updates and new information. Each chapter will appoint representatives to attend meetings.

Section 2 Each member chapter shall pay annual dues, due at the spring Roundtable meeting and payable to Lincoln P.E.O. Reciprocity Roundtable.

ARTICLE III OFFICERS, ELECTIONS AND DUTIES

Section 1 Officer Eligibility
The officers shall be President, Vice President, Recording Secretary, Corresponding Secretary, and Treasurer. The officers shall serve for a term of one year. The Vice President assumes the office of President the following year.

Section 2 Election and Installation
The election of officers shall occur each March following the presentation of a slate of nominees by the Nominating Committee. Other nominations may be made from the floor. Election shall be immediately by acclamation, by rising vote, or by ballot determined by the President. Installation shall follow. An officer-elect not in attendance shall be installed at the next Roundtable meeting.

Section 3 President

The President shall appoint members of the Roundtable at or before the May meeting to serve on the following committees:

- A. At least two (2) or more members to the Unaffiliate Committee.
- B. Two (2) members to the TLC Committee.
- C. Two (2) members to the Auditing Committee.
- D. Two (2) members to the Nominating Committee.
- E. At least two (2) members to the Technology Committee.

In the event that the President must appoint an entirely new committee, the President shall designate the Chair, second, and third members. Thereafter, the senior member in point of service shall be the Chair.

The President and Treasurer shall develop and submit an annual budget at the May meeting for approval by the membership.

The President will also ensure that the Bylaws and Standing Rules are reviewed each year for any necessary changes by either the officers or a special committee of her choosing.

Section 4 Vice President

Chapter yearbooks shall be submitted from each chapter to the Vice President by June 15 each year.

The Vice President shall use the "Chapter Hostess Rotation Sheet" to notify the designated Roundtable hostess chapters at least two months prior to the meetings.

The Vice President shall be responsible for all arrangements and delegation of duties for the Founders' Day Celebration. The responsibility for Founders' Day hostess chapters and the Founders' Day program shall rotate among Roundtable chapters. Monies collected for this activity shall be submitted to the Treasurer for proper receipt and payment of appropriate bills.

Section 5 Recording Secretary

The Recording Secretary shall keep written records of all meetings. The record shall include the number in attendance at the meeting.

The minutes of each meeting and amended bylaws and standing rules will be sent to the Vice President of Nebraska State Chapter. After election of officers, contact information shall be updated using the form on the International website. She shall report officers, committee contacts, and bylaws information as requested by Nebraska State Chapter and International.

The Recording Secretary shall keep an updated list of members and is responsible for having a roster printed every three years.

Section 6 Corresponding Secretary

The Corresponding Secretary shall read any correspondence submitted to Lincoln P.E.O. Reciprocity Roundtable and conduct most of the correspondence of the Roundtable.

The Corresponding Secretary shall notify the chapters of meetings and receive their reservations, and shall arrange to receive the reservations of unaffiliated P.E.O. members.

At the May and October Roundtable meetings, the Corresponding Secretary shall report the names of new initiates, Chapter Eternal, and members gained by transfer from chapter reports.

Section 7

Treasurer

The Treasurer shall collect and give receipts for all monies and shall pay all bills as directed by the President.

The Treasurer and President shall develop and submit an annual budget for approval by the membership at the May meeting.

The financial books of the Lincoln P.E.O. Reciprocity Roundtable shall be closed the last day of February each year and shall be available for audit by the Auditing Committee prior to the March meeting.

The Treasurer shall be responsible for completing the IRS-RG form sent by the State Assistant Secretary/Treasurer at the end of the fiscal year and submit it by March 10th.

The Treasurer shall prepare and send all financial statements and forms as required by Nebraska State Chapter, International, and the IRS.

The Treasurer shall be responsible for the sales of the Roundtable membership roster.

ARTICLE IV COMMITTEES

Section 1

Unaffiliate Committee

The Unaffiliate Committee shall connect with unaffiliated members living in the Lincoln and Waverly areas to promote transferring to a Roundtable chapter.

Section 2

Auditing Committee

An Auditing Committee shall be appointed by the president to audit the records of the Treasurer.

Their responsibility is to carefully review the income and expenditures of Roundtable by auditing the Treasurer's books after they are closed on the last day of February and before the March meeting.

The audit report shall be presented orally by the chair to the president and membership at the March meeting.

Section 3

Nominating Committee

The Nominating Committee shall be responsible for selecting a slate of eligible names to be presented for election to office at the March meeting.

The Committee shall consist of three (3) past Roundtable officers, with the immediate past Roundtable President serving as chair.

Section 4

TLC Committee

The duties of the TLC Committee shall be to extend friendship and courtesies to out-of-town P.E.O.s and their families who are hospitalized, who are patients in nursing homes, or who are facing other emergencies in Lincoln.

Section 5 Technology Committee
The duties of the Technology Committee shall be to update and maintain the Lincoln P.E.O. Reciprocity Roundtable website and communicate with Roundtable chapters as appropriate.

ARTICLE V MEETINGS

Section 1 Regular Meetings
The number of regular meetings shall be three each year: one to be held in March, one in May, and one in October. The dates and places of regular business meetings shall be determined by the officers and all member chapters shall be notified by April 1.

Section 2 March Meeting
The Founders' Day Celebration and the election and installation of officers shall be held at the meeting in March.

Section 3 Special Meetings
Special meetings may be held at the call of the president with notice of at least 30 days.

Section 4 Regular Meeting Hostess
A Roundtable chapter shall serve as hostess as designated by the "Chapter Hostess Rotation Sheet," and shall be responsible for providing refreshments for the May or October meeting. Expenses incurred for food shall be reimbursed to the hostess chapter.

Section 5 Founders' Day Hostesses and Program
Three Roundtable chapters shall serve as hostesses as designated by the "Chapter Hostess Rotation Sheet" for the Founders' Day Celebration in March. Duties include invitations, registration, table decorations, name tags, printed agenda, and other items as needed. A fourth chapter is assigned to present the program. Expenses incurred shall be reimbursed to the hostess chapters.

Section 6 Quorum
A majority of the members present shall constitute a quorum for the purpose of conducting Roundtable business.

ARTICLE VI ELECTION OF CHAIR FOR NEBRASKA STATE CONVENTION

Section 1 Election Committee
Roundtable chapters host the Convention of the Nebraska State Chapter every seven (7) years.

Section 2 Nominees for Convention Chair
Roundtable chapters shall serve as the Nominating Committee. Each chapter has the privilege of submitting nominees to the Committee. All nominees shall be members of Roundtable and the consent of the nominees must be obtained prior to presentation.

Section 3 Roundtable Responsibility
Convention business needing attention prior to the election of the convention chair shall be handled by the Roundtable.

ARTICLE VII PARLIAMENTARY AUTHORITY

Section 1 *Robert's Rules of Order Newly Revised* shall govern the Sisterhood in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order which the Sisterhood may adopt.

ARTICLE VIII AMENDMENTS

Section 1 Amendments to these Bylaws may be made by a two-third majority vote at any regular meeting provided the proposed amendments(s) are presented in writing to all chapters 60 days in advance of that meeting.

Section 2 When action is taken by Convention of International or Nebraska State Chapter which requires an amendment of bylaws for conformity, such an amendment shall be excepted by this Roundtable without formality under Section 1 of this Article.

Standing Rules

Revised November 2004, January 2006, September 2007, January 2009, May 2011, May 2012, October 2012, October 2013, October 2019, October 2022, October 2024

1. Any member desiring to attend the meetings or the Founders' Day Celebration shall make reservations through her chapter.
2. Reservations for unaffiliated members shall be made through either the unaffiliate chair or the corresponding secretary.
3. Unaffiliate members are the guests of Roundtable.
4. Roundtable social and sales shall begin at 9:30 a.m., with the meeting beginning at 10:00 a.m., unless otherwise changed by the president. All member chapters shall be notified of any change.
5. The Roundtable shall present the outgoing president her choice of either a past president pin or a \$100 gift to the P.E.O. project of her choice.
6. Projects undertaken by the Roundtable will be under the supervision of the officers. The president shall appoint the necessary committee(s) to coordinate, monitor, and/or audit the project.
7. The president of each local chapter shall keep a copy of these Bylaws and Standing Rules.
8. By January 15th, four chapters from the "Officer Rotation Sheet" shall submit a name of an active chapter member who is willing to serve on the Roundtable Board. The slate will be prepared by the Nominating Committee and presented at the March Roundtable meeting.
9. Roundtable shall present an appropriate honorarium to the outgoing State P.E.O. President who is a member of Reciprocity Groups V or XII.
10. Roundtable will give a \$100 cash gift to any new chapter added to the Roundtable.
11. Roundtable will give a \$100 cash gift to a P.E.O. project in memory of a deceased Nebraska State Past President, who was a member of a Roundtable chapter during her term as the Nebraska State President.
12. Roundtable shall budget to maintain a Lincoln P.E.O. Reciprocity Roundtable website.
13. The officers of Roundtable are authorized to correct article and section designations, punctuation and cross references, and to make other technical and conforming changes as may be necessary to reflect the intent of the Roundtable Bylaws.

Last Change: October 12, 2024